



Volunteer Staff Position Description

Position Title: **Activities Coordinator**

Responsible To: Camp Director and Assistant Camp Director

Qualifications:

- Teaching experience preferred, especially with adolescents
- Understanding of lesson planning, curriculum development and teen education techniques
- Ability to schedule multiple activities over many days
- Desire to work with and understanding of teens and youth culture
- Ability to supervise the work of others
- Ability to communicate with and work alongside other leaders
- Highly motivated
- Good organizational skills
- Camp experience preferred
- Willingness to assume responsibilities on behalf of the camp as directed
- Supportive of the camp mission

General Responsibility: Primarily responsible for scheduling daily camp activities, special events, and coordinating activity leaders

Specific Responsibilities:

- Plan camp activities and build camp schedule in coordination with all camp departments
- Work with Media Services Coordinator to develop master camp schedule hardcopy
- Review schedule responsibilities with staff as necessary
- Serve on staff assignment committee to choose Activity Leaders
- Coordinate planning for special events and Open Activities
- Coordinate morning staff meetings
- Work with Camp Chaplain to assign speakers to give morning staff devotional
- Communicate setup needs for daily activities and special events to Facilities Services Coordinator
- Work with Facilities Services Coordinator to plan service projects for each dorm
- Work with Activity Leaders to keep an accurate inventory of all equipment needed for daily activities and special events
- Work with Office Manager to purchase necessary supplies
- Work with Activity Leaders to develop lesson plans for their class, answer questions and give guidance
- Maintain lesson plan binder for all activities
- Help plan and facilitate training weekends
- Help plan and facilitate Staff Orientation prior to camper arrival
- Work with Office Manager to ensure activity contracts are signed
- Give activity instructions and sign up sheets to campers, counselors, and staff for special events and Open Activities
- Work with Office staff to generate activity lists after sign up sheets have been turned in
- Work with Media Services Coordinator to create staff training materials
- Provide training and instruction for Activity Leaders
- Evaluate each Activity Leader at end of session
- Respond in a timely manner to requests from the office
- Maintain a positive, upbeat and professional atmosphere
- Serve as a role model of spiritual and emotional maturity for campers and staff. Endeavor to share Christ in meaningful ways through words and actions
- Support the camp program by attending campus-wide assemblies as available
- Provide input to Core Planning Team regarding policy and administrative decisions
- Assist camp leadership in other duties as called upon